



SUPERVISING OIL & GAS ENGINEER

AGENCY: 3999 CLASS CODE: 3777

EXAM CODE: 133999-3777-3CM07

Department:	Department of Conservation
Bulletin Release Date:	November 20, 2013
Final Filing Date:	Continuous File
Examination Type:	Departmental Promotional
Monthly Ranged Salary:	\$9,339.00 - \$11,695.00
Position Locations:	Statewide
Examination Locations:	Sacramento & Bakersfield
Tenure / Time-base:	Permanent / Full-time Limited Term / Full-time

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY

This is a **PROMOTIONAL** examination for the Department of Conservation. Applications will not be accepted unless you are currently a Department of Conservation employee that meets the minimum qualifications or falls under SPB Rule 234, 235, Government Code 18990, 18991, and 18992.

Applicants who meet the minimum qualifications as stated below **and have not previously tested with the Department of Conservation for this classification in the previous 12 (twelve) months** may apply for this examination at any time.

FILING INSTRUCTIONS

FINAL FILE DATE: Continuous File. Applications are accepted on a continuous basis. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Names of successful competitors will be merged into the list in order of final scores, regardless of test date.

Where to Apply: Submit a standard state application ([STD 678 Rev. 6/2010](#))

By Mail:

Department of Conservation
Human Resources Office
801 K Street, MS 22-13
Sacramento, CA 95814

In Person:

Department of Conservation
Human Resources Office
801 K Street, 22nd Floor
Sacramento, CA 95814

NOTE: Only applications with original signatures will be accepted.

If you are personally delivering your application, you must do so between the hours of 8:00 am and 5:00 pm, Monday thru Friday, to the same street address as listed above for the Human Resources Office.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

SALARY INFORMATION

\$9,339.00 - \$11,695.00

ELIGIBLE LIST INFORMATION

A departmental promotional, merged eligible list will be established to fill vacancies for the Department of Conservation statewide. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date.

Candidate's list eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

TO RE-ESTABLISH LIST ELIGIBILITY: After 12 months, candidates may apply to retake the examination by submitting their State application (STD 678) to the address listed under "Filing Instructions".

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement under "Minimum Qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, job or civil service class titles (not working title), and range (if applicable) for all work experience. College course information must include title, number of semester or quarter units, name of institution, location of institution, completion dates, and degree (if applicable).

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted into the examination but must secure the license prior to appointment.)

EITHER I

Experience: Two years of experience in the California state service performing the duties of a Senior Oil and Gas Engineer (Specialist) or Senior Oil and Gas Engineer (Supervisor).

OR II

Experience: Broad and extensive (more than five years) experience as a professional engineer or geologist in oil, gas, or geothermal resource exploration, production, or development work, at least two years of which shall have been in a supervisory capacity. (A graduate degree in petroleum engineering, geology or a closely related field of engineering may be substituted for two years of the nonsupervisory experience.) **and**

Education: Equivalent to graduation from college with major work in petroleum engineering, geology, or a closely related field. (Registration as a senior in a recognized college will admit applicants to the examination, but they must produce evidence of graduation before they can be appointed.)

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time and additional experience amounting to 50% of the required time of education, may be admitted to the examination as meeting 100% of the overall experience requirement.

POSITION DESCRIPTION

Incumbents have charge of the activities of a large oil and gas district and may coordinate activities for several districts; or direct more than one technical or administrative program of major importance within the division; represent the division at administrative and legislative hearings and meetings; supervise the preparation of technical directives for major program or field operations; prepare material for administrative hearings and assist in the preparation of legal actions; and review technical articles for publication.

EXAMINATION INFORMATION

The examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100.00%.

**COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.
EXAMINATION INTERVIEWS WILL BE HELD IN SACRAMENTO AND BAKERSFIELD, CA.**

SCOPE OF EXAMINATION

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, methods, equipment, and terminology of petroleum engineering and geology; methods and equipment used in drilling, maintaining, and operating oil, gas, and geothermal wells; California laws and regulations concerning the drilling, maintenance, operations, and abandonment of oil, gas, and geothermal wells; well operations; principles of effective supervision and safety practices; the organization, policies, and objectives of the division and its operating units; advanced engineering technologies and trends in hydrocarbon or geothermal resources management problems in California; principles of research, design, and analytical techniques used in hydrocarbon and geothermal resources studies; principles of electronic data processing; principles of program planning and evaluation; social and economic aspects of hydrocarbon or geothermal resources development; principles of environmental planning and impact assessment; principles, practices, and trends in public policy development and evaluation; formal and informal aspects of the legislative and administrative regulation processes; Federal, State, local government, and private agencies involved in hydrocarbon or geothermal resource development and regulation; recent research projects and literature on hydrocarbon or geothermal resources; principles of effective communication, principles of fiscal management, budgeting, and other administrative functions; organization and objectives of the Division of Oil, Gas, and Geothermal Resources and of other conservation and regulatory agencies in the resources field; administrative hearing procedures and case preparation for processing legal actions.

Ability to: Reason logically and creatively in solving complicated hydrocarbon or geothermal resources problems; interpret and analyze scientific and engineering data; perceive impacts of findings and present ideas and information effectively; develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems; develop and evaluate alternatives and make recommendations; consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs; gain and maintain the confidence and cooperation of others; represent the division before the Legislature and professional groups, at hearings, and at meetings with government and private agencies; analyze situations accurately and take effective action; act as a team or conference leader; utilize interdisciplinary teams in the conduct of studies and projects; establish and maintain project priorities, coordinate the activities and develop uniform policies and procedures of the Division of Oil, Gas, and Geothermal Resources or for a statewide division program.

VETERANS PREFERENCE

Veteran's Preference Points will not be granted for this examination.

CAREER CREDITS

Career credits will not be granted for this examination.

SELECTION PLAN

It is anticipated that qualifications appraisal panel (QAP) interviews will be held in **January 2014**.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid certificate of registration as a professional engineer or geologist issued by a California State Board of Registration is preferred for appointment as a Senior Oil and Gas Engineer (Supervisor), (Specialist), or above in the California Division of Oil, Gas, and Geothermal Resources.

CONTACT INFORMATION

For hearing impaired or deaf candidates, please call the California Relay Service at 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone).

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

SPECIAL REQUIREMENTS

TRAVEL ACCOMMODATIONS:

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation. (i.e., transportation, lodging, parking, etc.)

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification: <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

GENERAL INFORMATION

Departmental Promotional Examination: This means that only Department of Conservation employees may apply. The eligible list will be used specifically by the Department of Conservation. Competition is limited to Department employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: Locations of interviews may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, California Department of Human Resources offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box in part 2 of their application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide

promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans.

In Open, Open-Promotional entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application ([STD. Form 1093](#)) which is available from the [CalHR State Jobs Center](#), 1515 S Street, North Building, Suite 110, Sacramento, CA 95811 and the Department of Veterans Affairs.

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HUMAN RESOURCES OFFICE
801 K STREET, MS 22-13
SACRAMENTO, CA 95814
(916) 322-7685**